



## Town of Edgewood

Position Class Code: 1202

### Animal Control Officer

Date Approved: 01/14/08  
Revision Date:

**Position Purpose:** Under general supervision, provides for compliance with animal control codes, conducts community education, assists with animal licensing program, issues citations and warnings for violations, impounds animals, and provides for adoption services.

**Essential Job Functions:** *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Receives and investigates complaints relating to animal control issues; responds to complaints regarding potential code violations and related issues.
- Patrols the Town of Edgewood and/or responds to calls to locate stray, nuisance, neglected or dead animals, traps stray animals as needed, impounds stray and unwanted animals.
- Conducts field investigations of potential violations and complaints, issues citations as required, and testifies in court regarding violation of code and in the prosecution of animal control related issues.
- Provides communication related to investigative efforts with the appropriate Town of Edgewood management staff, elected officials, and/or other departments as necessary.
- Assists in the development of exhibits and publications, provides public education on animal care, adoption and license program.
- Updates and maintains animal control database, case files; researches information pertinent to specific investigations and enforcement situations.
- Maintains current knowledge and skills related to position duties, including but not limited to, State laws, rules and regulations, procedures and practices, and other related position responsibilities.
- Conducts routine maintenance and cleaning of animal control equipment and vehicle.
- Performs other work-related assignments as required.

#### **Required Knowledge and Skills:**

- Knowledge of State of New Mexico and Federal laws, regulations and administrative guidelines relating to areas of responsibility.
- Knowledge of animal control ordinances, procedures and administrative requirements.
- Knowledge of the Town of Edgewood geography including roads and streets, agricultural, residential and commercial districts.
- Knowledge of the principles, practices and techniques of safe animal handling and investigations.
- Knowledge of the fundamentals of law enforcement.
- Knowledge of Town of Edgewood policies, procedures, rules and regulations.
- Skill in interpreting and explaining codes, laws, regulations and policies:
- Skill in conducting effective investigations.
- Skill in the use of animal control related equipment and devices.
- Skill in dealing constructively with conflict and developing effective resolutions.
- Skill in operating a personal computer and software applications.
- Skill In establishing and maintaining effective working relationships with residents, contractors, land developers, business owners and the general public.
- Skill in following and effectively communicating verbal and written instructions.

## **Animal Control Officer**

### **MINIMUM QUALIFICATIONS**

**Education, Experience, Certifications and Licenses:** *Work experience directly related to the essential functions of the position may substitute for education at a rate of one (1) year of experience for each thirty (30) credit hours of education.*

- High School diploma or equivalent GED certificate.
- Two years of experience in the compliance, investigation and enforcement of animal control regulations.
- Possession of Chemical Immobilization Certificate or ability to obtain within six (6) months of employment.
- Possession of a National Animal Control Association Level I, II, & III Certifications or ability to obtain within one (1) year of employment.
- Possession of a valid State of New Mexico Driver's license.
- Must be insurable.

### **Environmental Factors and Conditions/Physical Requirements:**

- Work is performed in internal and external environments with possible exposure to inclement weather, and varying temperatures.
- Work requires regular and punctual attendance.
- May be exposed to hazardous chemicals, aggressive and/or sick or wounded animals
- Subject to standing, walking, sitting, bending, reaching, kneeling, driving and lifting objects up to 50 pounds.
- Work requires ability to speak, hear, touch, and see.

### **Equipment and Tools Utilized:**

- Special Equipment includes computerized and conventional office equipment, two-way radio, chemical immobilization equipment, animal traps and restraints, and a motorized vehicle.